

**BOARD OF REGISTERED NURSING**

P.O. Box 944210, Sacramento, CA 94244-2100

P (916) 322-3350 | www.rn.ca.gov

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## Inactive to Active License

To activate your inactive RN license, you must complete and submit this form to the Board of Registered Nursing, Attn: Renewals Unit, P.O. Box 944210, Sacramento, CA 94244-2100 or fax to (916) 574-7699.

Full Name: _____ License No: _____ Mailing Address: _____ City, State, Zip: _____ Phone Number: _____ Email address: _____
<b>FAILURE TO COMPLETE ITEMS 1 - 4 BELOW WILL DELAY OR PREVENT          YOUR REQUEST FOR ACTIVE LICENSE STATUS FROM PROCESSING</b>
<b>1. CONTINUING EDUCATION CERTIFICATION</b> Have you successfully completed 30 hours of Board approved continuing education (taken within the past two years) as required for active status? <b>YOU MUST SUBMIT A COPY OF YOUR CE CERTIFICATE(S) WITH THIS FORM.</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>2. FINGERPRINT REQUIREMENT (See page 2 for information)</b> Have you complied with the fingerprint requirement? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>3. LICENSE DISCIPLINE AND/OR CONVICTIONS (See page 2 for information)</b> Since you last renewed your license, have you had a license disciplined by a government agency or other disciplinary body; or, have you been convicted of any crime in any state, the USA and its territories, military court or other country? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>4. SIGNATURE REQUIRED</b> I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           _____            Signature of Licensee         </div> <div style="width: 35%;">           _____            Date         </div> </div>

**NOTE:** This does not extend the expiration date of your RN license. The same expiration date will apply and another 30 hours of continuing education will be required at the time of renewal.

## 2. FINGERPRINT REQUIREMENT

An applicant for renewal not previously fingerprinted by the Board is required to furnish to the Department of Justice (DOJ), as directed by the Board, a full set of fingerprints for the purpose of conducting a criminal history record check. This requirement applies to RNs licensed prior to August 1, 1990, since fingerprints were not required for licensure prior to that date. Failure to submit a full set of fingerprints, if required or otherwise directed, on or before the date required for renewal of a license is grounds for discipline by the Board. It shall be certified on the renewal form whether the fingerprints have been submitted. This requirement is waived if the licensee is renewed in an inactive status, or is actively serving in the military outside the country.

In order to satisfy the fingerprint requirement you must complete one of the following two methods:

### **Method 1 – Live Scan Process**

If you are in California, you may use the Live Scan service. A Live Scan form can be downloaded from the Board's website. Complete the sections on the form as indicated and print three copies. Take all three copies of the completed form to a Live Scan site, along with the processing fee. At the Live Scan site your fingerprints will be electronically scanned and transmitted immediately to DOJ for processing. After you have had your fingerprints scanned, be sure to send the second copy to the above address.

Visit <http://ag.ca.gov/fingerprints/publications/contact.htm> to locate Live Scan sites. Most local law enforcement agencies in California have Live Scan equipment. Hours of operation and fees may vary, so please contact the Live Scan site directly for information. The Board can only accept Live Scan completed in California.

Completing the Request for Live Scan Service Form:

1. Complete all areas on the form as indicated. Make two copies of the completed form.
2. Take all three forms (one original and two copies) to the Live Scan site with your fee.
3. After your fingerprints are scanned:
  - 1<sup>st</sup> copy (original) of form is kept by the Live Scan Operator
  - 2<sup>nd</sup> copy of form must be sent to the Board or Bureau
  - 3<sup>rd</sup> copy of form is for your records

### **Method 2 – Manual Fingerprinting Card (Hard Card)**

To submit a manual fingerprint card (hard card), you may request an 8" X 8" fingerprint card (FD-258) from the Board's website. Instructions on completing and submitting the manual fingerprint card are located on the website.

Failure to submit a full set of fingerprints if required will make your license ineligible for renewal and may be grounds for discipline by the Board.

## 3. REPORTING LICENSE DISCIPLINE AND/OR CONVICTIONS

Check the box next to "YES" if since your last renewal, you have had a license disciplined by a government agency or other disciplinary body, or have you been convicted of any crime. "Conviction" includes a plea of guilty or no contest and any conviction that has been set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code, including infractions, misdemeanors, and felonies. You do not need to report a conviction of an infraction with a fine of less than \$300 unless the infraction involved alcohol or a controlled substance. You must, however, disclose any convictions in which you entered a plea of no contest and any convictions that were subsequently set aside or deferred pursuant to Sections 1000 or 1203.4 of the Penal Code. "License" includes permits, registrations, and certificates. "Discipline" includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand, or any other restriction on a license held by you.

Check the box next to "NO" if since your last renewal you have not had a license disciplined by a government agency or other disciplinary body, or have you been convicted of any crime.

If "YES" please provide the following information for each license discipline or conviction sustained:

1. A detailed written explanation describing the circumstances and events that led to your license discipline, arrest(s) and conviction(s).
2. Documents relating to your license discipline or disciplinary actions taken against any other license by a government agency or disciplinary body.
3. Certified documents relating to the arrest, such as: police report, arrest report, booking report, complaint, citation or ticket.
4. Certified Court documents, such as: Notice of Charges, Complaint, or Indictment; Plea Agreement, Sentencing Order, Probation Order, or Judgment; Dismissal, Probation Release, or Court Discharge.
5. Related mitigating evidence or evidence of rehabilitation.

The requested information must be provided to the Board within 30 days from the date of renewal. Upon receipt and review of this documentation, the Board will determine what, if any, disciplinary action will be taken against your license.